

## Chapter 8 - Document Authorization

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When authorizing documents, the following ADPICS Data Entry Guide chapters will also be referenced:

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2	ADPICS Basics
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Users create procurement documents in ADPICS. Some of these documents, such as requisitions, direct purchase orders, and direct vouchers require approval by supervisors, managers, or others prior to final posting.

Approval paths can be established based on the document, department, initiating department, or commodity. When a user enters a 'P' (post) in the Action Indicator field of a document with an established approval path, the action indicator will change to 'A' (approval). The document's status will be 'APPR.' The document will be routed to the first approver's mailbox. When the first approver authorizes the document, it proceeds to the next approver's mailbox. If there are no more approvers, the document's status will become 'POST' and the Action Indicator will be 'P.' The document is now complete. If an approver rejects a document back to the initiator, the status becomes 'NOPT' and the Action Indicator is 'N.' The document can now be changed or deleted. If changed and reposted, the corrected document is treated as a newly posted document because some changes (i.e., total dollar amount) can cause the approval path to change. The document will go through the appropriate approval path for that document, based on the document's data after the changes were made.

Some approval paths are defined centrally and some are defined by the agency. If a document meets the criteria for more than one approval path, it will follow all of the approval paths in sequence.

Users can be assigned to approval paths by their User ID or by approval levels. Approval levels are centrally defined. User levels are assigned to the user on their security record (see Section 11.2 User Security). If an approval path is established with a User ID, only that user may approve the documents unless they assign their approval authority to another user. When levels are assigned, any user in the same Mailbox department with the same level, or a higher level, can view and approve the documents. Users who have been assigned approval authority must establish and maintain an electronic approval signature in order to approve and reject the documents routed to them.

## 8.1 ESTABLISHING AND MAINTAINING ELECTRONIC APPROVAL SIGNATURE

Document approvers must establish an electronic approval signature prior to approving or rejecting documents in their document authorization mailbox. You define your own electronic signature.

### 8.1.1 Establish a New Signature

Access the Electronic Signature Table Maintenance screen (PCHL5984) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F1> from the Approval Processing Table Maintenance Menu (5980).

Enter your User ID and press <F10> Save to establish your signature record.

Enter your new signature (must be 4-8 characters, user defined) in the New Signature field, and press <F10> Save.

Re-enter the new signature you defined in the previous step, in the New Signature field. Press <F10> Save again. This confirms your signature and avoids possible typing errors.

NOTE: You must remember your signature in order to approve and reject documents in your approval path.

## 8.1.2 Change Your Signature

You can change your approval signature at any time. If you have forgotten your signature, you must change your signature in order to approve and reject documents in your mailbox.

### **When You Know Your Old Signature**

Access the Electronic Signature Table Maintenance screen (PCHL5984) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F1> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter your User ID and press <ENTER> to retrieve your existing signature record.

Enter your existing signature in the Old Signature field and press <TAB>. Enter your new signature (4 to 8 characters) in the New Signature field (this is a hidden text field, and will not be shown).

Press <F10> to save your new signature. Re-enter your new signature, and press <F10> again to verify your new signature.

NOTE: You must remember your signature in order to approve and reject documents in your approval path.

### **When You Can't Remember Your Old Signature**

Access the Electronic Signature Table Maintenance screen (PCHL5984) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F1> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter your User ID and press <ENTER> to retrieve your signature record.

Press <F11> to reset signature to the generic setting of 'KAPS.' Type 'KAPS' in the Old Signature field and press <TAB>.

Enter your new signature (4-8 characters) in the New Signature field (this is a hidden text field, and will not be shown).

Press <F10> to save your new signature. Re-enter the new signature and press <F10> Save again.

NOTE: You must remember your signature in order to approve and reject documents in your approval path.

### **8.1.3 Assign Your Approval Authority**

NOTE: Individuals with levels in the approval path cannot assign authority with an alternate User ID. Others in your department, authorized at the same level, or a higher level, may view and approve the documents without approval authority. You can only assign your approval authority if the user ID is used in the approval path.

Access the Electronic Signature Table Maintenance screen (PCHL5984) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F1> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter your User ID, and press <ENTER> to retrieve your electronic signature record.

Enter the User ID of the person that you are assigning your approval authority, in the Alternate User ID field. Enter date that their authority will become valid in the Dates field. Enter the last date their authority will be valid in the To field.

Press <F10> to save your approval assignment.

### **8.1.4 Rescind Your Assigned Approval Authority**

Access the Electronic Signature Table Maintenance screen (PCHL5984) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F1> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter your User ID, and press <ENTER> to retrieve your signature record.

Erase (clear) the data in the Alternate User ID, Dates, and To fields. Press <F10> Save to rescind the assigned authority.

## 8.2 APPROVING AND REJECTING DOCUMENTS

When you have documents in your Document Authorization Mailbox (PCHL9210), you will receive the following message at the bottom of the Main Menu when logging on, DOCUMENTS ARE AWAITING APPROVAL IN YOUR MAILBOX - PLEASE VIEW PCHL9210.

There are two processes available for approving and rejecting documents. The first process is through ADPICS, and the second process is through eApproval. The ADPICS process is accessed through the ADPICS menus or screens, and eApproval is accessed through a Web browser.

You can authorize or reject documents at or below your approval level. In the ADPICS process, to view documents below your approval level, enter the level you wish to view in the Viewing Level field, and press <ENTER>. In the eApproval process, to view documents below your approval level, enter the level you wish to view in the Viewing Level field, and press <ENTER> or click on the GO button. All documents for your department awaiting approval/rejection at the lower level will be listed.

### 8.2.1 Approving and Rejecting Documents in Your Mailbox - ADPICS

Access your Document Authorization Mailbox (PCHL9210) by pressing <F10> from the Main Menu (PCHL0000) and <F1> from the Document Authorization Menu (PCHL9200).

All of the documents awaiting your approval are listed. The documents are in Document ID order by document and document type. Use <F8> Next Pg and/or <F7> Prior Pg to view the complete document list. You can also enter a page number in the Page field, in the upper right corner of the screen, and press <ENTER> to access a specific page.

You should view the document before determining whether it should be approved or rejected. Select the document you want to view by entering an 'S' in the Select column. Press <F2> Select to access the document. Review the document for accuracy and to determine if it is an appropriate purchase within established guidelines. (See the appropriate document processing section, as necessary.) Once you are viewing the document, press the appropriate function keys at bottom of screen to view entire document record.

You may view the note pad while you are viewing the document. You may also view the note pad from the Document Authorization Mailbox (PCHL9210). Select the document by entering an 'S' in the selection column, and press <F11> Notepad. The system will transfer to the Electronic Note Pad screen (PCHL9100), for the document selected. When you have completed entering a note and/or viewing the existing note pad entry, press <CLEAR> to return to the Document Authorization Mailbox.

Documents with an effective date in the prior month (not open) must have the effective date changed to the current month. If you are the last person in the approval path, the effective date must be changed before the document can be posted, if it interfaces to R★STARS. With the proper security you can change the effective date at this time. If you do not have proper security, the document must be rejected to the initiator for the correction.

With some user classes you may have the authority to make additional document changes. Once you have reviewed the document and determined whether it should be approved or rejected, press <CLEAR> to return to your Document Authorization Mailbox (PCHL9210).

Complete one of the following steps:

### **Approve the Document**

After viewing the document and determining that it should be approved, enter an 'A' in the Rej/Auth field. Note that the system will not take you back to the document you have just viewed when you return to Document Authorization Mailbox (PCHL9210). It is necessary to re-locate the document you wish to take action on.

Press save <F10> which will take you to the Signature field.

Enter your approval signature in the Signature field, and press <F10> Rej/Auth to approve the document.

- If you are not the last approver the document is no longer in your Document Authorization Mailbox. The message line reads DOCUMENT AUTHORIZED, and the document has automatically gone to the next approver's Document Authorization Mailbox (PCHL9210) for their approval.
- If you are the last approver and the document contains no posting errors, the document is no longer in your Document Authorization Mailbox. The message line usually reads DOCUMENT AUTHORIZED AND POSTED. The document's header screen will show a status of POST, and the Action Indicator field will be 'P.' The document has successfully completed the approval process.
- If you are the last approver and the document contains a posting error, the document's header screen will show a status of PERR, and the Action Indicator field will be 'E.' The document is automatically routed to your Return Notification Mailbox (PCHL9212). See Section 8.3 Handling Returned Documents.

### **Reject the Document**

After viewing the document, and determining that it should be rejected, enter an 'R' in the Rej/Auth field. Press <F10> Save. The system will move the cursor to the Signature field.

Enter your approval signature and press <F10> Rej/Auth to reject the document. The system transfers to the Document Rejection Routing screen (PCHL9211). This screen (PCHL9211) shows the initiator and all previous approvers.

Select the user who should receive the rejected document, by entering an 'S' in the Selection column, and pressing <F2> Select. The system transfers to the Electronic Note Pad (PCHL9100).

Enter an explanation for the rejection of the document. The explanation should be specific so the person receiving the rejected document will know what to do. Press <F10> to save the rejection note (see Section 2.3 Note Pad, for detailed instructions).

- If the initiator is selected, the document is taken out of approval processing. The status of the document is changed to NOPT (not posted). The document will go to the initiator's Return Notification Mailbox (PCHL9212). See Section 8.3 Handling Returned Documents.
- If other than the initiator is selected, the document will remain in the approval path with a status of 'A' (in approval). The document will go to the selected approver's Document Authorization Mailbox (PCHL9210). There is nothing to distinguish that this is a rejected document.

Press <CLEAR> to return to the Document Authorization Mailbox (PCHL9210). You can now view, and approve or reject, additional documents.

If a rejected document ends up in your Document Authorization Mailbox (PCHL9210) and you do not have the appropriate security to make changes, either reject the document to the initiator, or notify the initiator, who will be able to "call up" the document and make the necessary changes. You can then approve the changed document.

## **8.2.1 Approving and Rejecting Documents in Your Mailbox - eApproval**

All of the documents awaiting your approval are listed. The documents are in Document ID order by document and document type. Click either on the PRIOR PG or the NEXT PG buttons to view the document list. You can also enter a page number in the Page field, in the upper right corner of the screen, and press <ENTER> to access a specific page.

You may enter your approval signature at this time from the Document Authorization Mailbox screen (PCHL9210). Click on the SIGNATURE button. A "Capture Signature" box opens up. Type in your approval signature and click on the CAPTURE button. (In eApproval, once you

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type in your signature you will not have to type in your signature again for the rest of the approval/rejection session.)

You must view the document before determining whether it should be approved or rejected. Select the document you want to view by clicking on the SELECT button. Review the document for accuracy and to determine if it is an appropriate purchase within established guidelines. (See the appropriate document processing section, as necessary.) Once you are viewing the document, click the appropriate buttons at the bottom of screen to view the entire document record.

You may view the note pad while you are viewing the document. Select the document by clicking on the SELECT button in the Select column, and click on the NOTE button. The system will transfer to the Electronic Note Pad screen (PCHL9100), for the document selected. When you have completed entering a note and/or viewing the existing note pad entry, save any changes and click on the GO BACK button to return to the prior viewed screen.

Once you have reviewed the document and determined whether it should be approved/rejected, complete one of the following steps:

#### **Approve the Document**

After viewing the document and determining that it should be approved, click on the APPROVE button. A "Confirmation" box opens up. Click YES or NO.

A "Capture Signature" box may open up if you have not entered your eApproval signature in this session. Type in your approval signature and click on the CAPTURE button.

For the continuation of the approval process, you will need to view each document (PCHL9210) and then click on the APPROVE button on the appropriate document screen.

- If you are not the last approver, the document is no longer in your Document Authorization Mailbox. The message line reads DOCUMENT AUTHORIZED, and the document has automatically gone to the next approver's Document Authorization Mailbox screen (PCHL9210) for their approval.
- If you are the last approver and the document contains no posting errors, the document is no longer in your Document Authorization Mailbox screen (PCHL9210). The message line usually reads DOCUMENT AUTHORIZED AND POSTED.
- If you are the last approver, and the document contains a posting error, the document's header screen will show a status of PERR, and the Action Indicator field will be 'E.' The document is automatically routed to your Return Notification Mailbox screen (PCHL9212). See Section 8.3 Handling Returned Documents.



## Reject the Document

After viewing the document and determining that it should be rejected, click on the REJECT button. A “Confirmation” box opens up. Click YES or NO.

A “Capture Signature” box may open up if you have not entered your eApproval signature in this session. Type in your approval signature and click on the CAPTURE button.

The system transfers to the Document Rejection Routing screen (PCHL9211). This screen (PCHL9211) shows the initiator and all previous approvers. Click on the SELECT button next to the user you want to route the document to. The system transfers to the Electronic Note Pad screen (PCHL9100).

Enter an explanation for the rejection of the document. The explanation should be specific so the person receiving the rejected document will know what to do. When you have completed entering a note and/or viewing the existing note pad entry, click on the SAVE button.

Click on the GO BACK button to return to the Document Rejection Routing screen (PCHL9211).

- If the initiator is selected, the document is taken out of approval processing. The status of the document is changed to NOPT (not posted). The document will go to the initiator’s Return Notification Mailbox screen (PCHL9212). See Section 8.3 Handling Returned Documents.
- If other than the initiator is selected, the document will remain in the approval path with a status of ‘A’ (in approval). The document will go to the selected approver’s Document Authorization Mailbox screen (PCHL9210). There is nothing to distinguish that this is a rejected document.

Click on the GO BACK button to return to the Document Authorization Mailbox screen (PCHL9210). You can now view, and approve/reject additional documents.

If a rejected document ends up in your Document Authorization Mailbox screen (PCHL9210) and you do not have the appropriate security to make changes, either reject the document to the initiator, or notify the initiator, who will be able to “call up” the document and make the necessary changes. You can then approve the changed document.

## **8.3 HANDLING RETURNED DOCUMENTS**

When you have documents in your Return Notification Mailbox (PCHL9212), you will receive the following message at the bottom of the Main Menu when logging on, DOCUMENTS HAVE BEEN RETURNED TO YOUR MAILBOX - PLEASE VIEW PCHL9212.

### **8.3.1 Change Document**

Access your Return Notification Mailbox (PCHL9212) by pressing <F10> from the Main Menu (PCHL0000) and <F5> from the Document Authorization Menu (PCHL9200).

Enter your User ID and press <ENTER> to display the rejected documents.

To determine the reason for rejection, select the document by entering an 'S' in the Select column. Press <F11> Notepad to view the explanation.

Once you have viewed the reason for the rejection, <CLEAR> back to your Return Notification Mailbox (PCHL9212).

Select the document again, and press <F2> Select to view the document's header entry screen. For some documents, the system transfers to a document inquiry screen instead of a header screen. When the system accesses a document inquiry screen, press <F6> Header to view the document's header entry screen. You may now correct the document based on the rejection reason. An entry should be made in the note pad indicating that the change has been made.

Once the document has been corrected, enter a 'P' in the Action Indicator field. Press <F10> Save to post the corrected document.

The Action Indicator field will become an 'A.' The corrected document is treated as a newly posted document because some changes (i.e., total dollar amount) can cause the approval path to change. The document will go through the appropriate approval path for that document, based on the document's data after the changes were made.

### 8.3.2 Delete Document

Access your Return Notification Mailbox (PCHL9212) by pressing <F10> from the Main Menu (PCHL0000) and <F5> from the Document Authorization Menu (PCHL9200).

Enter your User ID, and press <ENTER> to display the rejected documents.

To determine the reason for the rejection, select the document you want to delete by entering an 'S' in the Select field. Press <F11> Notepad to view the explanation.

If the document should be deleted, <CLEAR> back to your Return Notification Mailbox (PCHL9212).

Select the document again, and press <F2> Select to view the document's header entry screen. For some documents, the system transfers to a document inquiry screen instead of a header screen. When the system accesses a document inquiry screen, press <F6> Header to view the document's header entry screen. You may now delete the document, based on the rejection reason.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

NOTE: When the document has been previously changed through Change Order Processing, the Document Type will be CR, CP or CB, and there will be a Change Sequence Number. When deleting the document, only the latest version of the document is deleted. The system retrieves the previous version of the document. For example, if you delete Change Sequence Number '003' the system will retrieve Change Sequence Number '002.'

## 8.4 DOCUMENT AUTHORIZATION TRACKING

The Document Authorization Tracking – Active screen (PCHL9220) shows documents that are currently in the approval process (document's status is APPR). This screen shows the entire approval path for the specific document ID entered.

The Document Authorization Tracking – Archive screen (PCHL9230) shows documents that have completed the approval path successfully (document's status is POST). This screen also shows documents that have been rejected (document's status is NOPT), or have posting errors (document's status is PERR) and are no longer in the approval path. Rejected and posting error documents are in the designated user's Rejection Notification Mailbox (PCHL9212).

### 8.4.1 Active Documents

Access the Document Authorization Tracking - Active screen (PCHL9220) by pressing <F10> from the Main Menu (PCHL0000) and <F2> from the Document Authorization Menu (PCHL9200).

Enter the document ID that you want to locate. Press <ENTER> to retrieve the tracking data.

View the following data to determine the location of the document:

<b>Dept</b>	User's Mailbox Department (if department is blank, it is the same as the previous entry)	
<b>User</b>	User's name if action taken, if not User Level	
<b>Level</b>	User's approval Level, if User field contains name	
<b>Chng</b>	'Y' or 'N' to indicate whether user changed the original document	
<b>Aprv Stat</b>	The approval status of the document	
	INIT	Initiator
	AUTH	Authorized (approved)
	RJCT	Rejected
	Blank	No action taken
<b>Activity Date</b>	Date approval status was performed	
<b>Days Out</b>	Number of days in an approver's mailbox	

The document is in the Document Authorization Mailbox (PCHL9210) of the first approver that does not have an Approval Status or Activity Date.

## **8.4.2 Archived Documents**

Access the Document Authorization Tracking - Archive screen (PCHL9230) by pressing <F10> from the Main Menu (PCHL0000) and <F3> from the Document Authorization Menu (PCHL9200).

Enter the Document ID of the document that you want to locate, and press <ENTER>.

View the following data to determine the location of the document

<b>Date</b>	Date the user performed the status action	
<b>Time</b>	Time of day the action was taken	
<b>Dept</b>	User's Mailbox Department (if department is blank, it is the same as the previous entry)	
<b>User</b>	User's name	
<b>Level</b>	User's approval Level	
<b>Aprv Stat</b>	The approval status of the document	
	INIT	Initiator
	AUTH	Authorized (approved and posted)
	RJCT	Rejected
	PERR	Posting error
<b>Days Out</b>	Number of days between action dates (or number of days in an approver's mailbox)	

The document was routed to the Rejection Notification Mailbox (PCHL9212) of the initiator if the last approver has an RJCT or PERR in the Approval Status field.

If the last Approval Status is AUTH, the document has completed its approval path and is now complete. The document's status is POST.

## **8.5 ESTABLISHING AND MAINTAINING APPROVAL PATHS**

Approval paths are established to electronically route documents to specific stops for document approval. There are four different approval paths. Approval paths are defined centrally and/or by the agency, depending on the approval path. Only users with appropriate security may establish and/or maintain approval paths.

Documents may meet the criteria for one or more of the approval paths, or for no approval path. When a document posted by the initiator does not meet the criteria established for any of the approval paths, it will automatically post when the initiator enters a 'P' in the Action Indicator field and saves the document. The document's status becomes POST and the document is complete.

When a document meets the criteria for one approval path, it will go through that approval path when the initiator posts the document. When a document meets the criteria for more than one approval path, it will go through all of the approval paths necessary. Documents go through the approval paths in the following order: Initiating Department Approval Path (PCHL5985), Commodity Approval Path (PCHL5983), Document Approval Path (PCHL5981), and Department Approval Path (PCHL5982).

Approval path stops may be established using either User ID/Level or both in the same path. When a User ID is used, the document will go only to that specific user's mailbox unless authority has been assigned. If authority has been assigned through the Signature Table Maintenance screen (PCHL5984), the document will also appear in the alternate user's mailbox. All User IDs are entered as part of the Security file. When levels are used, any approver within the same ADPICS Mailbox Department at or above the approval level can access and approve the documents. Level numbers are State defined, and must exist in the Security file.

## 8.5.1 Initiating Department Approval Paths

Approval paths are established to electronically route documents to specific users or levels for review and approval prior to posting. Initiating department approval paths are agency defined, using the Initiating Department Approval Path screen (PCHL5985). An initiating department approval path is established by document, document type and dollar amount within the initiating department. It will route a document to one or more users/levels within that department. It can also route the document to one or more other departments, and one or more users/levels within each additional department. Only users with appropriate security may establish and/or maintain approval paths.

### Add an Initiating Department Approval Path

Initiating department approval paths should be defined prior to system entry to be sure they are not duplicating existing approval paths.

Access the Initiating Department Path Approval Maintenance screen (PCHL5985) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F2> from the Approval Processing Table Maintenance Menu (PCHL5980).

Data Entry Instructions:

<b>Initiating Dept</b>	Department ID for the approval path's initiating department, which must exist in the Department Table (PCHL5970)
<b>Document</b>	Document code, which must exist in Miscellaneous Table 63 (PCHL5750)
<b>Document Type</b>	Document Type, which must exist in Miscellaneous Table 64 (PCHL5750)
<b>Lower Limit Dollar Amount</b>	The minimum total dollar amount requiring approval for the document/document type combination

Enter the Department ID and either a User ID or Level in the Level field for the first approval stop. <TAB> to the next line and enter the Department ID and either a User ID or Level for the next approval stop. Continue for all approval stops. Up to six approval stops can be entered on the page.

Press <F10> to save the data. The system will retrieve the Initiating Department name, Document name, Document Type name, and Department names for each entered Department ID.

If more approval stops are needed, press <F8> to access the next page, and proceed as stated above, saving each page.

### **Change an Initiating Department Approval Path**

Access the Initiating Department Path Approval Maintenance screen (PCHL5985) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F2> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter the Initiating Department ID, Document code, Document Type, and Lower Limit Dollar Amount. Press <ENTER> to retrieve the existing approval path, or press <F5> Next until you locate the appropriate approval path.

Change (overtyping) or add the necessary data. If you are changing the Initiating Department, Document, Document Type, or Dollar Amount fields, it will be necessary to delete the original approval path.

Press <F10> to save the changes, and press <F10> again, to verify the changed path.

NOTE: Documents already in an approval path that has been changed will continue to go through the original approval path. Documents sent into approval after the approval path has been changed will go through the new approval path.

### **Delete an Initiating Department Approval Path**

Access the Initiating Department Path Approval Maintenance screen (PCHL5985) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F2> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter the Initiating Department, Document code, Document Type Code, And Lower Limit Dollar Amount. Press <ENTER> to retrieve the existing approval path, or press <F5> Next until you locate the appropriate approval path.

Press <F3> to delete the path, then press <F3> again to verify the deletion.

NOTE: Documents already in an approval path that has been deleted will continue to go through the original approval path. Documents sent into approval after the approval path has been deleted will go through the new approval path.



## 8.5.2 Commodity Approval Paths

Commodity approval paths are established to electronically route documents containing a specific commodity, to specific users or levels for review and approval prior to posting. Commodity approval paths may be centrally or agency defined. A commodity approval path will route a specific department/document/document type/dollar amount combination for a specific commodity to one or more departments and to one or more users/levels within each department. Only users with appropriate security may establish and/or maintain approval paths.

### Add a Commodity Approval Path

New commodity approval paths should be defined prior to system entry.

Access the Commodity Approval Path Table Maintenance screen (PCHL5983) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F3> from the Approval Processing Table Maintenance Menu (PCHL5980).

Data Entry Instructions:

<b>Department</b>	Department ID for the approval path's department, which must exist in the Department Table (PCHL5970). Asterisks may be used if the path is for all ADPICS departments within your FACS Agency (for example, 472*****).
<b>Commodity</b>	The Commodity ID for this approval path, which must exist on the Commodity Table (PCHL5100). Asterisks may be used if the path is the same at all lower levels. When using asterisks, all spaces must contain a character (i.e., 350-60-**-****, or 350-**-**-****).
<b>Document</b>	Document code, which must exist in Miscellaneous Table 63 (PCHL5750)
<b>Document Type</b>	Document Type, which must exist in Miscellaneous Table 64 (PCHL5750)
<b>Lower Limit Dollar Amount</b>	The minimum total dollar amount (minus one cent) requiring approval for the document/document type combination. Documents which contain an amount greater than the amount entered will route through the approval path. For example, if documents that are equal to or greater than 500.01 should route through the approval path, then 500.00 should be entered.

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Enter the Department ID and either a User ID or Level in the Level/User ID field for the first approval stop. <TAB> to the next line and enter the Department ID and either a User ID or Level for the next approval stop. Continue for all approval stops. Up to six approval stops can be entered on the page.

Press <F10> to save the data. The system will retrieve the Department name, Commodity name, Document name, Document Type name, Department name, and right justify the dollar amount.

For additional approval stops, press <F8> to access the next page, and continue as directed above.

### **Change a Commodity Approval Path**

Access the Commodity Approval Path Table Maintenance screen (PCHL5983) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F3> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter the Department ID, Commodity ID, Document code, Document Type, and Lower Limit Dollar Amount. Press <ENTER> to retrieve the existing approval path. Or you can enter the Department ID and press <F5> Next to retrieve the first commodity approval path for your department. Continue pressing <F5> Next until you locate the appropriate approval path.

Change (overtyping) or add the necessary data. If you are changing the Department, Commodity, Document, Document Type or Dollar Amount fields, it will be necessary to delete the original approval path.

Press <F10> to save the changes, and press <F10> again, to verify the changed path.

NOTE: Documents already in an approval path that has been changed will continue to go through the original approval path. Documents sent into approval after the approval path has been changed will go through the new approval path.

### **Delete a Commodity Approval Path**

Access the Commodity Approval Path Table Maintenance screen (PCHL5983) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F3> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter the Department ID, Commodity ID, Document code, Document Type, and Lower Limit Dollar Amount. Press <ENTER> to retrieve the existing approval path, or enter the department ID and press <F5> Next to retrieve the first commodity approval path for your department. Continue pressing <F5> Next until you locate the appropriate approval path. Press <F3> to delete the commodity approval path, then press <F3> again to verify the deletion.

NOTE: Documents already in an approval path that has been deleted will continue to go through the original approval path. Documents sent into approval after the approval path has been deleted will go through the new approval path.

### 8.5.3 Document Approval Paths

Document approval paths are established to electronically route documents to specific users or levels for review and approval prior to posting. Document approval paths are centrally defined. A document approval path will route a specific document/document type/dollar amount combination to one or more departments and to one or more users/levels within each department. Department is not a criteria for document approval paths. All documents matching document, document type and dollar amount will be routed to the same approvers regardless of the department entered on the document.

Associated department approval paths may be established using the Department Approval Path Table Maintenance Screen (PCHL5982). When an associated department approval path is established, it must contain the highest approval level entered for the document approval path (PCHL5981). It is possible to have a document approval path (PCHL5981) without a corresponding department approval path (PCHL5982). However, you cannot have a department approval path (PCHL5982) without a corresponding document approval path (PCHL5981).

#### Add a Document Approval Path

A new document approval path will be centrally defined prior to system entry to be sure it does not adversely affect another approval path.

Access the Document Approval Path Table Maintenance screen (PCHL5981) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F4> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter the following:

<b>Document</b>	Document code, which must exist in Miscellaneous Table 63 (PCHL5750)
<b>Document Type</b>	Document Type, which must exist in Miscellaneous Table 64 (PCHL5750)
<b>Lower Limit Dollar Amount</b>	The minimum total dollar amount requiring approval for the document/document type combination

Enter the Department ID and approval level in the Level field for the first approval stop. <TAB> to the next line and enter the Department ID and approval level for the next approval stop. Continue for all approval stops. Up to seven approval stops can be entered on the page. You cannot enter the same Department ID more than once.

Press <F10> to save the data. The system will retrieve Document name, Document Type name, Department name, and right justify the dollar amount.

For additional approval stops, press <F8> Next Pg to access the next page, and continue as directed above.

## **Change a Document Approval Path**

Access the Document Approval Path Table Maintenance screen (PCHL5981) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F4> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter the Document code, Document Type, and Lower Limit Dollar Amount of the document approval path you want to change. Press <ENTER> to retrieve the existing data, or press <F5> Next until you locate the appropriate approval path.

Change (overtyping) or add the necessary data. If you are changing the Document, Document Type, or Dollar Amount, it will be necessary to delete the original approval path.

Press <F10> to save the changes, and press <F10> again, to verify the changed path.

NOTE: Documents already in an approval path that has been changed will continue to go through the original approval path. Documents sent into approval after the approval path has been changed will go through the new approval path.

## **Delete a Document Approval Path**

Access the Document Approval Path Table Maintenance screen (PCHL5981) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F4> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter the Document, Document Type, and Lower Limit Dollar Amount of the document approval path you want to change. Press <ENTER> to retrieve the existing data, or press <F5> Next until you locate the appropriate approval path.

Press <F3> to delete the approval path, then press <F3> again, to verify the deletion.

NOTE: Documents already in an approval path that has been deleted will continue to go through the original approval path. Documents sent into approval after the approval path has been deleted will go through the new approval path.

## 8.5.4 Department Approval Paths

Department approval paths are established to electronically route documents to specific users or levels for review and approval prior to posting. Department approval paths are centrally defined. A department approval path will route a specific document/document type/dollar amount combination to one or more users/levels within the department entered on the document.

NOTE: Associated document approval paths must be established using the Document Approval Path Table Maintenance screen (PCHL5981) prior to establishing a department approval path. When the department approval path (PCHL5982) is established, it must contain the highest approval level entered for the associated document approval path (PCHL5981). It is possible to have a document approval path (PCHL5981) without a corresponding department approval path (PCHL5892). However, you cannot have a department approval path (PCHL5892) without a corresponding document approval path (PCHL5981).

### Add a Department Approval Path

New department approval paths will be defined before system entry to be sure they do not adversely affect other approval paths.

Access the Department Approval Path Table Maintenance screen (PCHL5982) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F5> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter the following:

<b>Department ID</b>	Department ID for the new approval path, which must exist in the Department Table (PCHL5970)
<b>Document</b>	Document code, which must exist in the Document Approval Path (PCHL5981)
<b>Document Type</b>	Document Type, which must exist in the Document Approval Path (PCHL5981)
<b>Lower Limit Dollar Amount</b>	The minimum total dollar amount requiring approval for the document/document type combination, which must exist in the Document Approval Path (PCHL5981)

<TAB> to the first Approval Path field. Enter the Level or User ID for the first approval stop in the new approval path. <TAB> to the next field and enter the next approval stop. Continue for all additional approval stops. Five approval stops can be entered on each of six approval path lines, for a total of 30 approval stops.

Press <F10> to save the new approval path.

### **Change a Department Approval Path**

Access the Department Approval Path Table Maintenance screen (PCHL5982) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F5> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter the Department ID, Document, Document Type, and Lower Limit Dollar Amount for the Department Approval Path you want to change. Press <ENTER> to retrieve the existing approval path, or press <F5> Next until you locate the appropriate approval path.

Change (overtyping) or add the necessary data. If you are changing the Document, Document Type or Dollar Amount, it must exist in the Document Approval Path (PCHL5981). Also, it will be necessary to delete the original approval path.

Press <F10> to save the changes, and press <F10> again to verify the changed path.

NOTE: Documents already in an approval path that has been changed will continue to go through the original approval path. Documents sent into approval after the approval path has been changed will go through the new approval path.

### **Delete a Department Approval Path**

Access the Department Approval Path Table Maintenance screen (PCHL5982) by pressing <F10> from the Main Menu (PCHL0000), <F4> from the Document Authorization Menu (PCHL9200), and <F5> from the Approval Processing Table Maintenance Menu (PCHL5980).

Enter the Department ID, Document code, Document Type, and Lower Limit Dollar Amount for the Department Approval Path you want to delete. Press <ENTER> to retrieve the existing record, or press <F5> Next until you locate the appropriate approval path.

Press <F3> to delete the record, then press <F3> again to verify the deletion.

NOTE: Documents already in an approval path that has been deleted will continue to go through the original approval path. Documents sent into approval after the approval path has been deleted will go through the new approval path.

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